

## **Child and Adult Care Food Program How to Fill Out Monthly Individual Infant Menus**

1. Fill out all of the information in the top section; center name, infant name, infant DOB, center formula, formula type (list type of parent provided formula, if applicable), and month of.
2. In the space provided, list any special requirements, for example: Per doctor's orders, feed infant every 2 hours 2 ounces of formula.
3. Fill out the date section of the menu with a three-part date, for example: 11-1-2016. Center closings, late arrivals or early departures, and absenteeism should be recorded next to the date. In these instances, the menu should be blank since a meal was not served to the infant.
4. Specify formula or breast milk by circling which is served.
5. In the space provided to the right of the menu items (infant cereal or meat/poultry, and fruits/vegetables) list the specific food item that the infant was served.
6. For older infants receiving snack specify bread or crackers by circling which is served.
7. The Infant Daily Menu should reflect parent selections from the Infant Meal Approval Form, if applicable.
8. Reimbursement is allowed for infant meals containing only infant formula or breast milk provided by the parent. The meal must be served to the infant by the caregiver.
9. Menus may list multiple foods and staff can simply circle the food served that day, Example: Apples, pears, peaches, bananas

### **Note:**

- All formula is to be iron fortified unless a doctor's note is provided.
- All infant dry cereal is to be iron fortified.
- **NO MIXTURES of food groups!** This includes infant dinners, cobblers, desserts, and jarred or dry cereals with fruit. Mixtures of fruit and vegetables (e.g. sweet potatoes with apples) are allowed once the infant has been successfully introduced to both sweet potatoes and apples.
- **NO JUICE** (infant or regular juice).